



DELAWARE JUDICIARY
SUPERIOR COURT OF DELAWARE

Non-Merit Position
(This position is exempt from the State of Delaware Merit System)

Administrative Accountant
(Management Analyst II)
Posting #SC1214N22

Re-Post
(If you've already applied for this position, you do not have to reapply.)

Opening Date: 1/31/2023

Closing Date: 2/21/2023

Vacancy Exist

Salary: \$44,965.00 - \$52,900.00 (85% of Midpoint – Midpoint) Pay Grade 13

Recruiting For: Superior Court of Delaware

Location: Leonard L. Williams Justice Center, City of Wilmington. (Please check this location on your application).

Summary Statement: Responsibilities will include performing the centralized accounting functions of a case management system, including but not limited to statewide reconciliations, data collection, review and analysis with a strong emphasis on database management. The successful candidate reports to an administrative supervisor. Must be proficient in Microsoft Excel. Performs short- and long-term analysis for use in revisions and modification of operational programs and policies. Monitors case management system for compliance with departmental, state and federal rules and regulations and/or determine if system meets operational goals and objectives. Writes procedural manuals, special routine reports. Contacts include internal and external agencies.

Preferential Requirements: Preferential consideration will be given to those candidates with a degree in accounting.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application, failure to do so will result in disqualification. Resumes may not be substituted for the application. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "Not Qualified".

Experience in accounting which includes recording, verifying and reporting financial information using Generally Accepted Accounting Principles (GAAP)

1. Experience in managing accounts payable, accounts receivable in an automated system.
2. Experience in processing payroll.
3. Experience in analyzing financial problems, developing alternatives, recommending and advising management on solutions.
4. Experience in conducting studies to evaluate operations, programs, services, policies and procedures.
5. Experience in statistical analysis.
6. Experience in interpretation of law, rules, regulations, standards policies, and procedures.
7. Experience in narrative report writing.
8. Knowledge of making recommendations for continuation or changes to operations, programs, services, policies or procedures based on findings.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits:

- This position may be eligible for an Alternative Work Schedule or to Telework after successful completion of the employee's probationary period.
- To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits>

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/>

Click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to apps.superior@delaware.gov/ (Preferred Method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer